

GENESEE LIBRARY

BUILDING USE AGREEMENT

ANY ORGANIZATION WILLING TO ABIDE BY THE GENESEE LIBRARIES RULES MAY USE THE BUILDING.

1. The Genesee Library does NOT condone the use of alcohol, illegal drugs or tobacco products in the building.
2. The Genesee Library reserves the right to have priority in use of the Wainman Hall.
3. The Genesee Library does not endorse or support the purposes of any organization by allowing that organization to use the building.
4. **The Wainman Hall is booked first come first served.** If you are interested in the use of the Wainman Hall, please secure the date as soon as you can.
5. The use of the Genesee Library will be confined to Wainman Hall area, the bathroom facilities and kitchen area, except if prior special arrangements were made in advance.
6. A building use form must be filled out and turned in and approved by the director.
7. **Organizations are asked to donate to the Genesee Library for use of the building.**
8. Activities held during the library hours must try not to interfere with normal library operations.
9. The organization sponsoring the event/meeting will be responsible for any damages to the building and its contents.
10. Minors must be supervised while on the premises.
11. The building must be left in the same way it was found. This includes cleaning up any activities, refreshments and removal of garbage your event accumulates.
12. A library staff member or board trustee does NOT have to be present when the Wainman Hall is being used by another organization.
13. It will be the responsibility of the groups requesting the use of the Wainman Hall to obtain and return the key to the library director after the event if a key is issued.
14. The Genesee Library reserves the right to discontinue any organizations building use privilege if rules are not followed.
15. **All guidelines from the state and local health department and government will be followed. Including occupancy or gathering size restrictions.**

I have read and agree to follow these rules:

Name: _____ Printed

Name: _____ Signature

Date: _____

Name/Group/Organization Requesting the Wainman Hall:

Date(s): _____ Time(s) _____

Contact Person(s): _____

Address/Phone number of contact person: _____

Will your meeting/event need a key: Yes No

To be completed by Library Director:

Was Building Use Policy signed by Name/Group/Organization: Yes No

Date/ Time/ Contact Person filled out above: Yes No Was request: Approved Denied

If Denied, state why: _____

Key arrangements: No key Director unlock contact person will lockup

Key: _____

Director Signature: _____ Date: _____

After meeting/event check list to be completed by Library Director:

Was the building left in the same way the building was left: Yes No

If not, explain any problems damages, etc. _____

Director Signature: _____ Date: _____